Assam Petro-Chemicals Limited
(A Govt. of Assam Undertaking)
CIN-U24116AS1971SGC001339
Registered Office: 5th Floor, Orion Place, Mahapurush Srimanta Sankardev Path
Bhangagarh, Guwahati, Assam - 781 005, Phone: 0361-3510424
e-mail: aplguw@assampetrochemicals.co.in; Web: www.assampetrochemicals.co.in

NOTICE OF 55TH ANNUAL GENERAL MEETING

NOTICE is hereby given that the 55th Annual General Meeting of the shareholders of Assam Petro-Chemicals Limited will be held on **Tuesday, September 29, 2026 at 11:00 AM (IST)** through Video-Conferencing (VC) or Other Audio-Visual Means (OAVM) to transact the following businesses. The proceedings of the AGM shall deemed to be conducted at the Registered Office of the Company at 5th Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati, Assam -781005.

A. ORDINARY BUSINESS: -

1. To receive, consider and adopt the Company's standalone audited Financial Statements as at 31st March, 2026 along with the Directors' Report, Independent Auditors' Report and Comments of the Comptroller and Auditor General of India, etc. thereon and pass the following resolution as **Ordinary Resolution**;

   ***"RESOLVED THAT** the audited Financial Statements as at 31st March, 2026 together with the Directors' Report and the annexure thereto, the Independent Auditors' Report and the Comments of the Comptroller & Auditor General of India thereon etc. be and are hereby received, considered and adopted".*

2. To fix remuneration of Independent Auditors of the Company for the Financial Year 2026-27 and thereafter.

   ***"RESOLVED THAT** pursuant to Section 142 and other applicable provisions of the Companies Act, 2013, including any statutory modifications, or reenactments thereof, the remuneration of Independent Auditors of the Company appointed by the Comptroller and Auditor General of India for the Financial Year 2026-27 and subsequent years, be and is hereby fixed at ₹5,00,000.00 (Rupees five lakhs only) exclusive of applicable GST and Out of Pocket expenses".*

3. To appoint **Dr. John Berchmans Ekka, IAS [DIN-06915118]**, who retires by rotation and being eligible, offers himself for re-appointment as a Director and pass the following **Ordinary Resolution**.

   ***"RESOLVED THAT** Dr. John Berchmans Ekka, IAS [DIN-06915118] be and is hereby re-appointed as Director of the Company".*

4. To appoint **Shri Megha Nidhi Dahal, IAS [DIN-09767989]**, who retires by rotation and being eligible, offers himself for re-appointment as a Director and pass the following **Ordinary Resolution.**

   ***"RESOLVED THAT** Shri Megha Nidhi Dahal, IAS [DIN-09767989] be and is hereby re-appointed as Director of the Company".*

5. To appoint **Ms. Pranita D Baruah [DIN-11567399]**, who retires by rotation and being eligible, offers herself for re-appointment as a Director and pass the following **Ordinary Resolution.**

   ***"RESOLVED THAT** Ms. Pranita D Baruah [DIN-11567399] be and is hereby re-appointed as Director of the Company".*

6. To appoint **Shri Tonmoy Dutta [DIN-11573620]**, who retires by rotation and being eligible, offers herself for re-appointment as a Director and pass the following **Ordinary Resolution.**

   ***"RESOLVED THAT** Shri Tonmoy Dutta [DIN-11573620], be and is hereby re-appointed as Director of the Company".*

A. SPECIAL BUSINESS: -

7. To ratify the remuneration of the Cost Auditors of the Company for the Financial Year 2026-27 and in this regard to consider and if thought fit, to pass with or without modifications the following resolution as **Ordinary Resolution**: -

   ***"RESOLVED THAT** pursuant to the provisions of Section 148(3) of the Companies Act, 2013 ("the Act") read with Rule 14 (a) of the Companies*

(Audit and Auditors) Rules, 2014 ("the Rules") the remuneration of ₹30,000.00 (Rupees thirty thousand) only plus applicable taxes and out of pocket expenses, if any payable to M/s Subhadra Dutta & Associates, Cost Accountants appointed as the Cost Auditor of the Company by the Board of Directors for the Financial Year 2026-27 be and is hereby confirmed and ratified".

8. To reappoint Prof. Gautam Barua [DIN-01226582] as Independent Director of the Company for a period of 5 (Five) years w.e.f. April 28, 2026 and in this regard to consider and if thought fit, to pass with or without modifications the following resolution as **Special Resolution**: -

   *"**RESOLVED THAT** pursuant to the provisions of sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (the Act) and the rules framed thereunder read with Schedule IV to the Act, as amended from time to time, Prof. Gautam Barua (DIN: 01226582), who was appointed as an Additional Director (independent) by the Board of Directors of the Company with effect from April 28, 2026 be to hold office until the date of this Annual General Meeting and in respect of whom, the Company has received a notice in writing under section 160 of the Companies Act, 2013 proposing his candidature as a Director be and is hereby appointed as Independent Director of the Company for second term of 5 (five) years effective from April 28, 2026 or up to the date of receipt of any communications from Oil India Ltd. for relieving him as director of the Company whichever comes earlier".*

By Order of the Board of Directors of
Assam Petro-Chemicals Ltd.

Sd/-
(**Uttam Bailung)**
Company Secretary

Date: 31st August, 2026
Place: Guwahati

Notes:

1. The Ministry of Corporate Affairs ("**MCA**") has, vide its General Circular No. 03/2025 dated September 22, 2025 read together with circulars dated April 8, 2020, April 13, 2020, May 5, 2020, January 13, 2021, December 8, 2021, December14, 2021, May 5, 2022, December 28, 2022, September 25, 2023 and September 19, 2024 (collectively referred to as "**MCA Circulars**"), permitted convening the Annual General Meeting ("**AGM**" / "**Meeting**") through Video Conferencing ("**VC**") or Other Audio Visual Means ("**OAVM**"), without physical presence of the members at a common venue. In compliance with the MCA Circular, the 55th AGM of Assam Petro-Chemicals Ltd. ("**APL**"/ "**the Company**") will be held through VC / OAVM without the physical presence of the Members at the common venue. The deemed venue for the 55th AGM shall be the Registered Office of the Company.

2. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this 55th AGM. However, the Governor of Assam and Body Corporates are entitled to appoint authorised representatives to attend the 55th AGM through VC/OAVM and participate there at and cast their votes through e-voting.

3. The Members can join the 55th AGM through the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the 55th AGM through VC/OAVM will be made available for the members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration

Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the 55th AGM without restriction on account of first come first served basis.

4. The attendance of the Members attending the 55th AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

5. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) the Secretarial Standard on General Meetings (SS-2) issued by the ICSI and the Circulars issued by the Ministry of Corporate Affairs from time to time and the company is providing facility of remote e-Voting to its Members in respect of the business to be transacted at the 55th AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-Voting system as well as venue voting on the date of the 55th AGM will be provided by NSDL. CS Biman Debnath, Proprietor of Biman Debnath & Associates is appointed as the Scrutinizer to conduct voting for the AGM.

6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the 55th AGM has been uploaded on the website of the Company at **www.assampetrochemicls.co.in**. Notice is also available on the website of NSDL (agency for providing the Remote e-Voting facility) i.e., **www.evoting.nsdl.com.**

7. The 55th AGM has been convened through VC/ OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 08, 2020 and MCA Circular No. 17/2020 dated April 13, 2020, MCA Circular No. 20/2020 dated May 05, 2020 and MCA Circular No. 2/2021 dated January 13, 2021.

8. Statement pursuant to Section 102 (1) of the Companies Act, 2013 concerning the special business mentioned under items number 7 & 8 of the notice is annexed hereto.

9. ISIN of the shares of the Company is INE277D01010, members are requested to dematerialize their shares.

By Order of the Board of Directors of
Assam Petro-Chemicals Ltd.

Sd/-
(**Uttam Bailung**)
Company Secretary

Date: 31st August, 2026
Place: Guwahati

Explanatory Statement pursuant to Section 102 (1) of the Companies Act, 2013

Item No. 7

According to Section 148(3) of the Companies Act, 2013 read with Rule 14 (a) of the Companies (Audit and Auditors) Rules, 2014 ("the Act"), the Board of Directors requires to appoint a Cost Accountant or firm of Cost Accountants in practice as Cost Auditor on the recommendations of the Audit Committee, which shall also recommend remuneration for such Cost Auditor and such remuneration shall be considered and approved by the Board of Directors and ratified subsequently by the shareholders.

The Board of Directors of the Company has appointed M/s Subhadra Dutta & Associates, Cost Accountants as the Cost Auditor of the Company for the Financial Year 2026-27 at a remuneration payable of ₹30,000.00 plus applicable taxes and out of pocket expenses, if any.

In compliance with the said provisions the Ordinary Resolution for fixation of remuneration of the Cost Auditors is now placed before the members for ratification/approval. Your directors recommend for passing the above resolution as ordinary resolution.

None of the Directors and Key Managerial Personnel of the Company or their relatives, is interested in the resolution.

Item no. 8.

According to Section 149(4) of the Companies Act, 2013 read with Rule 4 of the Companies (Appointment and Qualification of Directors) Rules, 2014, the company is required to appoint atleast two Independent Directors on the Board of the Company. Pursuant to Article 85 of the Articles of Association, Oil India Limited suggested vide their letter no. SEC/APCL dated April 20, 2026 for re-appointment of Prof. Gautam Barua (DIN-01226582) as Independent Director of the Company for second term. Accordingly, the Board of Directors of the company in pursuance of Section 149 (10), 161 and other applicable provisions, if any of the Companies Act, 2013 and upon receipt of letter of Oil India Ltd. appointed Prof. Gautam Barua as Additional Director (Independent) for a term of five years with effect from April 28, 2026. Since, Prof. Barua was appointed as an Additional Director (Independent) of the Company for second term, therefore approval of the shareholders in Annual General Meeting is necessary through a special resolution. The Board of Directors of the Company commends the resolution for approval of the shareholders at the 55th Annual General Meeting of the Company. Prof. Barua is qualified to be appointed as Independent Director of the Company and doesn't have any disqualification as specified in Section 164 of the Act and he is not liable to retire by rotation. Prof. Barua has also registered his name in the databank of Independent Directors maintained by the Ministry of Corporate Affairs, Government of India.

Prof. Gautam Barua is Professor Emirates in Indian Institute of Information Technology, Guwahati. Prof. Barua did his B. Tech in Electrical Engineering from Indian Institute of Technology (IIT) Bombay in 1976 and also completed M. Tech from the same institute in 1978. He obtained his doctorate degree (Ph. D) from University of California, USA in 1981. He had also been visiting faculty of University of California, USA. He started his career as faculty at IIT Kanpur in 1991 and later he joined at IIT Guwahati in 1995. He rose to the position of Director of Indian Institute of Technology, Guwahati in March, 2003 and continued in that position for a period of 10 years. He also served as the Director of Indian Institute of Information and Technology, Guwahati (IIITG) from June 2018 to April 2024.

Prof. Barua has/had associated with many premier technical educational institutions of the North Eastern Region and other parts of the country.

Prof. Barua had served as Independent Director of the Company for a period of 5 years from April 12, 2021. During his first term, he was the Chairman of the Audit Committee, Project Committee and Marketing Committee of the Board of Directors of the Company. Prof. Barua had also served as Independent Directors in Oil India Limited, Indian Oil Corporation Ltd., Brahmaputra Cracker and Polymer Limited and North East Small Finance Bank Ltd.

None of the directors and the Key Managerial Personnel of the company other than Prof. Gautam Barua himself is interested or concerned in the resolution.

By Order of the Board of Directors of
Assam Petro-Chemicals Ltd.

Sd/-
(**Uttam Bailung)**
Company Secretary

Date: 31st August, 2026
Place: Guwahati

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:

The remote e-voting period begins on September 26, 2026 at 09:00 A.M. (IST) and ends on September 28, 2026 at 05:00 P.M. (IST) The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members/ Beneficial Owners as on the cut-off date, i.e. September 22, 2026, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date being September 22, 2026.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. For OTP based login you can click on **https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp**. You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2. Existing **IDeAS** user can visit the e-Services website of NSDL Viz. **https://eservices.nsdl.com** either on a Personal Computer or on a mobile. On the e-Services home page click on the "**Beneficial Owner**" icon under **"Login"** which is available under **'IDeAS'** section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on **"Access to e-Voting"** under e-Voting services and you will be able to see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 3. If you are not registered for IDeAS e-Services, option to register is available at **https://eservices.nsdl.com**. Select **"Register Online for IDeAS Portal"** or click at **https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp** **NSDL Speede**" facility by scanning the QR code mentioned below for seamless voting experience. 4. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: **https://www.evoting.nsdl.com/** either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site

<table>
<tr>
<td></td>
<td>wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
5. Shareholders/Members can also download NSDL Mobile App “

</td>
</tr>
<tr>
<td>Individual Shareholders holding securities in demat mode with CDSL</td>
<td>1. Users who have opted for CDSL Easi/ Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing myeasi username & password.
2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the e-voting is in progress as per the information provided by company. On clicking the e-voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.
3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.
4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the e-voting is in progress and also able to directly access the system of all e-Voting Service Providers.</td>
</tr>
<tr>
<td>Individual Shareholders (holding securities in demat mode) login through their depository participants</td>
<td>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</td>
</tr>
</table>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at **evoting@nsdl.co.in** or call at 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at **helpdesk.evoting@cdslindia.com** or contact at toll free no. 1800-21-09911

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: **https://www.evoting.nsdl.com/** either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

   *Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at **https://eservices.nsdl.com/** with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12****** then your user ID is IN300***12******.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12************** then your user ID is 12**************
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
   a) If you are already registered for e-Voting, then you can user your existing password to login and cast your vote.
   b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
   c) How to retrieve your 'initial password'?
      (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
      (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**

6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
   a) Click on "**Forgot User Details/Password**?"(If you are holding shares in your demat account with NSDL or CDSL) option available on **www.evoting.nsdl.com**.
   b) **Physical User Reset Password**?" (If you are holding shares in physical mode) option available on **www.evoting.nsdl.com**.
   c) If you are still unable to get the password by aforesaid two options, you can send a request at **evoting@nsdl.co.in** mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
   d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

How to cast your vote electronically and join General Meeting on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join Meeting".
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to **csbimandebnath@gmail.com** with a copy marked to **evoting@nsdl.co.in**. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution/ Power of Attorney/ Authority Letter etc. by clicking on "Upload Board Resolution/ Authority Letter" displayed under "e-Voting" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on **www.evoting.nsdl.com** to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of **www.evoting.nsdl.com** or call on.: 022-4886 7000 and 022-2499 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager at **evoting@nsdl.co.in**

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to **aplguw@assampetrochemicals.co.in**.

2. In case shares are held in demat mode, please provide DPID-CLID (16-digit DPID + CLID or 16-digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to **aplguw@assampetrochemicals.co.in**. If you are an Individual shareholder holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e., Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.**
3. Alternatively, shareholder/members may send a request to **evoting@nsdl.co.in** for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE 55TH AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the 55th AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the 55th AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the 55th AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the 55th AGM. However, they will not be eligible to vote at the 55th AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the 55th AGM shall be the same person mentioned for Remote e-voting.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE 55TH AGM THROUGH VC/OAVM ARE AS UNDER:

1. Member will be provided with a facility to attend the 55th AGM through VC/OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned above for **Access to NSDL e-Voting system**. After successful login, you can see link of "VC/OAVM" placed under **"Join meeting"** menu against company name. You are requested to click on VC/OAVM link placed under Join Meeting menu. The link for VC/OAVM will be available in Shareholder/ Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
5. Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at **aplguw@assampetrochemicals.co.in** latest by September 24, 2026. The same will be replied by the company suitably.
6. Those shareholders who have registered themselves as speaker will only be allowed to express their views/ ask questions during the 55th AGM.
7. When a pre-registered speaker is invited to speak at the meeting but he/she does not respond, the next speaker will be invited to speak. Accordingly, all speakers are requested to get themselves connected to a device with good video and audio along with good internet speed.
8. The Company reserved the right to restrict the number of questions and number of speaker as appropriate fir smooth conduct of the 55th AGM.